

## **Spanish Language Instruction Frequently Asked Questions (FAQs)**

- 1. Would have to be the class schedules at the same time?**  
Yes, but sometimes it will depend on the availability of time of the students.
- 2. Can we take the evaluation test in our premises or does it have to be done at the Consulate?**  
The test will be taken at the American Consulate premises once contract is awarded.
- 3. How many students can a group have? 3 or 4 students? or Do they only have to be groups of 2 or 1 students?**  
Proposal needs to be submitted as per required on Section 1 – The Schedule, Subpart III, “Pricing”. Please also refer to Form SF-1449, item # 20.
- 4. Can I send the proposal by e-mail or to the address indicated on the document?**  
Yes, you can submit the proposal by e-mail or to the Consulate Building located at Av. 9 de Octubre y Garcia Moreno. You can also check form SF-1449, item # 15.
- 5. Can I have a legible copy of the form SF-1449?**  
Yes, you can. Please send your request to our e-mail address: GSO\_guayaquil@state.gov
- 6. Could you please confirm the due date to submit the proposal?**  
The due date to submit the proposal is May 10, 2013 at 16h00.
- 7. What documentation do I need to submit to qualify as a provider?**  
Documents required are described on Section 3 - Solicitation Provisions.
- 8. Do we have to provide a class schedule or do we only fill out the forms?**  
The class schedule and the number of sessions will be determined according to the number of students and number of classes.

Please also refer to Continuation to SF-1449, block # 20, Description/Specifications/Work Statement.
- 9. What should I submit with the proposal?**  
Documents required are described on Section 3 - Solicitation Provisions.
- 10. What document do I have to submit as evidence that our company is legally established?**  
You should submit copy of the Ministry of Education certificate or any equivalent document that certifies your company as a legal institution to provide language instruction.

**11. Can we type or handwrite the Form SF-1449 (Solicitation/Contract/Order for commercial items)?**

Yes, this form can be typed or handwritten.